



Town of Buckeye Human Resources Department JOB POSTING

088-06 BUILDING INSPECTOR

NUMBER OF VACANCIES: 3
DEPARTMENT: Community Development
PAY GRADE: 52 Non-Exempt
DAYS WORKED: Monday - Friday
TYPE OF POSITION: Full-Time – Classified

POSTING DATE: August 15, 2006
WORK LOCATION: 90 N. Apache Rd.
SALARY RANGE: \$18.59 - \$27.47 per hour
HOURS WORKED: 8:00 am to 5:00 pm

POSITION CLOSES: Open Until Filled

☐ Internal Only

☒ Internal / External

Application Process

All interested persons must submit a completed and signed Town of Buckeye job application to the Town of Buckeye Human Resources Department no later than 5:00 p.m. on the closing date at:

508 E. Monroe Avenue
Buckeye, AZ 85326
Telephone: (623) 349-6250
Fax: (623) 349-6270

TDD (For the hearing impaired only): (623) 349-6400

The Town job application can be completed online at our Town website www.buckeyeaz.gov by clicking on the “Job Opportunities” menu or obtain an application from Human Resources Department. We are an equal opportunity employer.

GENERAL PURPOSE: Under general supervision, inspects ongoing commercial and residential construction projects for compliance with all building and construction codes, Town regulations, and building plans.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives inspection requests, reviews permits, and schedules and performs inspections.
- Inspects building, electrical, mechanical, plumbing, gas line and sign construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered.
- Examines blueprints for compliance with building, electrical, mechanical and plumbing codes, and zoning ordinances; makes corrections or requires corrections to be made so that plans will conform to regulations.
- Provides customer service; answers routine questions and concerns related to building codes and inspections; reviews requests for permits, and issues permits within scope of authority.
- Consults with architects, engineers, designers, contractors and homeowners concerning deficiencies with structural and non-structural requirements; applies and explains codes and regulations.

(Job posting continues on back and/or next page.)

- Investigates alleged violations of building and zoning ordinances.
- Maintains records and files associated with inspection process, problems and permits.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent and five (5) years of journeyman level experience in building construction trades; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of the principles and practices of the construction industry and building trades.
- Knowledge of Federal, state and local building, zoning, housing and safety laws, rules ordinances, codes and regulations.
- Knowledge of Uniform Building Code, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local regulations.
- Knowledge of the principles and practices of building inspection.
- Knowledge of building construction methods and materials.
- Knowledge of the principles of record keeping and records management.
- Skill in applying statutes, rules, ordinances, codes and regulations.
- Skill in examining building, plumbing, electrical, mechanical and zoning regulations, and comparing them with construction in progress.
- Skill in detecting substandard materials and workmanship.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a Valid Arizona Drivers License; International Conference of Building Officials (ICBO) or International Code Council (ICC) inspector certification required; depending on the needs of the City, some incumbents in this job class may be required to obtain additional technical certifications.

Physical Demands / Work Environment: Work is performed outdoors and in standard office environment.

Reports To: Building Inspector, Supervising

Supervision Exercised: None

FLSA Status: Non-exempt